

FORM 3
MINOR SITE PLAN
PLAT DETAILS AND REQUIREMENTS

Applicant's Name: _____

Application #: _____ Date Received: _____

All applications for site plan approval shall be prepared, signed and sealed by a professional engineer. They shall bear the signature and the seal of a licensed land surveyor as to topographic and boundary survey data. A signed and sealed copy of the survey on which the site plan is based shall be submitted to the reviewing board with the site plan submission.

PLAN ACCURACY & LEGIBILITY SUFFICIENT FOR REVIEW:

(FOR OFFICE USE ONLY):

Yes () No ()

PREPARED BY P.E. OR L.S.:

Yes () No ()

ITEMS REQUIRED:		YES	N/A	WAIVER
1.	A general description of the proposed development and a brief assessment of its effect on the site, adjacent properties, the neighborhood and the Township as a whole, including but not necessarily limited to effects upon the natural environment, land use patterns, traffic and circulation, visual factors, utilities and drainage. Also included shall be the number of employees, the times of operation, the number and frequency of shipments and deliveries, and the nature of materials and chemicals used on the site.	()	()	()
2.	A key map showing location of tract to be considered in relation to the surrounding area, within at least 200 feet of the subject site.	()	()	()
3.	Title block containing name of applicant and owner, preparer, lot and block numbers, date prepared and date of last amendment.	()	()	()
4.	Space for signatures of Chairman and Secretary of Board and Township Engineer.	()	()	()
5.	Scale of map, both written and graphic. The scale shall contain no more than 50 feet to the inch.	()	()	()
6.	North arrow.	()	()	()
7.	Zoning district in which parcel is located, and the zone district of adjacent property, with a table indicating all setbacks, lot areas, lot widths and depths, building and impervious coverage, building heights, floor area ratios, and density, both as to required and proposed, for the subject property.	()	()	()
8.	The boundaries of the property, with dimensions of same including metes and bounds description. Where it is physically impossible to show the entire property on one sheet, a key map is permitted.	()	()	()

9.	Location of existing easements or rights-of-way including power lines.	()	()	()
10.	Location of natural features, including woodlands, streams and other water bodies, wetlands, flood hazard areas, critical slopes and rock outcrops, as well as locations of mining activity. If such features are located on the adjacent property, but have the potential to affect the site development, they shall be shown.	()	()	()
11.	Contours to determine the natural drainage of the land. Intervals shall be: up to 10% slope - 2 feet; over 10% slope - 5 feet.	()	()	()
12.	Proposed spot elevations at the corners of all buildings and in appropriate pavement locations if new buildings or paved areas are proposed, or if regrading near existing buildings is proposed.	()	()	()
13.	Location of existing buildings and their setbacks from property lines, plus the location of existing buildings and paved areas on adjacent properties.	()	()	()
14.	Floor plans for existing and proposed buildings, showing the use and layout of internal space, and front, rear and side building facade elevations, both at a scale not exceeding eight (8) feet per inch. Building elevation and floor plans shall be prepared by a New Jersey licensed architect.	()	()	()
15.	Location and design of existing and proposed parking, loading, access and circulation improvements, showing dimensions of same.	()	()	()
16.	Existing and proposed signs, including the size, materials, nature of construction, location and illumination of same.	()	()	()
17.	The location and design of fences, walls, sidewalks and similar improvements to be constructed.	()	()	()
18.	Existing and proposed utility service, including septic systems with test hole locations and soil log information, connections to sanitary sewers, wells, connections to water mains, fire hydrants, etc.	()	()	()
19.	Existing and proposed storm drainage design and improvements, including a map showing the entire drainage area, the drainage area contributing to each pertinent drainage structure and drainage tabulation sheets showing calculations for each drainage area. Submittals and calculations shall be prepared in accordance with all applicable stormwater management regulations. Provisions for rooftop drainage shall also be shown.	()	()	()
20.	Existing and proposed site illumination, including height and	()	()	()

	location of fixture, type of fixture and bulb, pole material, and manufacturer's isocandela diagram superimposed upon the site plan.			
21.	Location and description of existing and proposed landscaping. Information for proposed landscaping shall include common and botanical names, number of plants, planted size and root specifications, and shall be prepared by a certified landscape architect. All portions of the property not utilized by buildings or paved surfaces shall be landscaped.	()	()	()
22.	Soil erosion and sedimentation control plan, if required pursuant to P.L. 1975, c. 251.	()	()	()
23.	Location of any required dedication, or reservation for streets or any area shown on the Official Map.	()	()	()
24.	The location and design of solid waste disposal containers, recycling containers and monitoring wells, if such wells are required by this chapter or the Board.	()	()	()
25.	Construction details and specifications sufficient to illustrate the nature of site improvements, including but not necessarily limited to the following, when appropriate: paving, curbing, walls, fences, utility and storm drainage structures, soil erosion control structures, tree protection devices, light fixtures and standards, signs, planting and staking details, and barrier-free access design.	()	()	()
26.	A written description of the proposed use(s) of nonresidential buildings, including the number of employees or members, the proposed number of shifts to be worked and the maximum number of employees on each shift, expected truck and tractor-trailer traffic, emission of noise, glare, vibration, heat, odor, air and water pollution, safety hazards and anticipated expansion plans incorporated in the building design. For residential uses, including apartment and townhouse projects, the number of dwelling units, by type and bedroom count, shall be provided. All architectural drawings shall be prepared by a licensed New Jersey architect.	()	()	()
27.	Temporary contractor's construction structures and storage areas. The location of all proposed trailers, warehousing, storage facilities and temporary contractor's offices shall be shown giving consideration to the proximity of residential development and located so that they are not an eyesore to adjoining landowners and the passing public. The landscaping plan shall show how these facilities will be screened or buffered and how they will be maintained during construction by the developer. The construction Code Official or Township Engineer shall be authorized to grant temporary permits and exceptions to this subsection when the trailers or storage facilities are of a small size and are not to be in a location for more than sixty (60) days.	()	()	()

28.	Traffic Study (where required by Board).	()	()	()
29.	Environmental Assessment Report in accordance with requirements of Article VII of the Land Use Ordinance.	()	()	()
30.	Tree Protection and Removal Plan in accordance with the requirements of the Township Forester.	()	()	()
31.	Submission of site photographs of existing conditions including, but not limited to, existing structures, site frontage and relationship to adjacent properties.	()	()	()